

Fwd: Filling up of the post of Joint Director (Admin & Establishment), Dy. Director (MP&SI), Dy. Director (T&T) & Private Secretary on deputation in National Jute Board, Kolkata - reg.

From : Shri Dharmendra <csdelhi@nic.in>

Wed, Sep 04, 2024 03:39 PM

Subject : Fwd: Filling up of the post of Joint Director (Admin & Establishment), Dy. Director (MP&SI), Dy. Director (T&T) & Private Secretary on deputation in National Jute Board, Kolkata - reg.

8 attachments

To : Sh Anil Kumar Singh <secservices@nic.in>



From: jute@njbindia.in

To: "ChairmanRailwayBoard RailwayBoard" <crb@rb.railnet.gov.in>, "Neerabh Kumar Prasad, IAS" <cs@ap.gov.in>, "Dharmendra" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.cg@gov.in>, "Puneet Kumar Goel IAS Chief Secretary" <cs-goat@nic.in>, "Sh. T.V.S.N Prasad, IAS" <cs@hry.nic.in>, "Prabodh Saxena" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "L.Khiangte, IAS" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, chiefsecretary@gujarat.gov.in, chiefsecy@kerala.gov, "Veera Rana" <cs@mp.nic.in>, "cs-manipur" <cs-manipur@nic.in>, "MSRao" <raoms@gov.in>, "Jan e Alam, Chief Secretary Nagaland" <csnagl@nic.in>, "Vijay Bhushan Pathak" <cs-skm@hub.nic.in>, cs@tn.gov.in, "CS Telangana" <cs@telangana.gov.in>, cs@maharashtra.gov.in, "cs miz" <cs_miz@rediffmail.com>, "Chief Secretary, Punjab" <cs@punjabmail.gov.in>, "Shri Manoj Ahuja" <csori@nic.in>, csraj@rajasthan.gov.in, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP" <csup@nic.in>, "Dr. Manoj Pant" <cs-westbengal@nic.in>, "Chief Secretary Andamans" <cs-andaman@nic.in>, "Praful Patel" <lk-admin@nic.in>, "Shri Naresh Kumar" <csdelhi@nic.in>, "Dr Sharat Chauhan, I.A.S , Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>, chiefsecyuk@gmail.com, "Praful Patel" <administrator-dd@gov.in>

Sent: Wednesday, September 4, 2024 1:25:06 PM

Subject: Filling up of the post of Joint Director (Admin & Establishment), Dy. Director (MP&SI), Dy. Director (T&T) & Private Secretary on deputation in National Jute Board, Kolkata - reg.

Sir / Madam,

Please find the attachments.

Regards,

National Jute Board

Regards
O/o The Chief Secretary, Delhi

M. 19/09/24

SS (Secr.) I

LETTER.pdf
256 KB

VACANCY CIRCULAR.pdf
264 KB

THE GAZETTE OF INDIA.pdf
2 MB

APPLICATION FORMAT.pdf
402 KB

CERTIFICATION BY THE EMPLOYEE OR CADRE CONTROLLING AUTHORITY.pdf
102 KB

DS-III (S)

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11/09

SD (CDN)

SC. Y. 10/09/24

DETAILS OF DEPUTATION INCLUDING ELIGIBILITY.pdf

100 KB

DETAILS OF QUALIFICATION.pdf

169 KB

ADVERTISEMENT.pdf

290 KB

No. 02/04/2024-NJB/A&E

Date : 04.09.2024

To

1. The Chief Secretary, all State Governments / UTs
2. The Secretary, Ministry of Textiles, New Delhi
3. The Secretary, all Departments / Ministries, Govt. of India
4. Head of all Statutory / Autonomous Bodies under Central Govt.
5. The Managing Director, Public Undertakings
6. Head of IIMs/IITs/Universities/IISC

Sub : Filling up of the post of Joint Director (Admin & Establishment), Dy. Director (MP&SI), Dy. Director (T&T) & Private Secretary on deputation in National Jute Board, Kolkata – reg.

Sir/Madam,


National Jute Board (a Statutory Body under Ministry of Textiles, Government of India) having its Head Office in Kolkata intends to appoint some suitable officers on deputation basis to the following posts :-

1. Joint Director (Admin. & Establishment) – Pay Matrix Level-12, Rs.78.800/-
Rs.2,09,200/-.
2. Dy. Director (MP&SI) – Pay Matrix Level-11, Rs.67,700/- - Rs.2,08,700/-
3. Dy. Director (T&T)) – Pay Matrix Level-11, Rs.67,700/- - Rs.2,08,700/-
4. Private Secretary – Pay Matrix Level-7 Rs.44,900/- - Rs.1,42,000/-

02. A copy of NJB's Vacancy Circular No. 02/04/2024-NJB/A&E dated 04.09.2024 along with other details are enclosed hereto.

03. It is requested that the vacancy may be circulated amongst willing & eligible officers and applications in the prescribed format (Annexure-1) may kindly be forwarded along with the certificate from Employer / Controlling Authority (Annexure-2), details of deputation (Annexure-3) and details of qualification (Annexure-4) so as to reach this office within 60 days.

Yours faithfully,


(Anindya Acharya)
Joint Director (A&E)

Encl : As above.

NATIONAL JUTE BOARD

(A Statutory Body under Ministry of Textiles, Govt. of India)

Patsan Bhawan, 5th & 6th Floor, Street No. 175, CF-6/1, Action Area 1, Newtown, Kolkata – 700 156**Vacancy Circular – Filling up the posts of Joint Director (Admin & Establishment), Dy. Director (MP&SI), Dy. Director (T&T) & Private Secretary on deputation in National Jute Board, Kolkata**

National Jute Board (NJB) (a Statutory Body under Ministry of Textiles, Government of India) having its Head Office in Kolkata intends to appoint suitable officer to the posts of Joint Director (A&E), Dy. Director (MP&SI), Dy. Director (T&T) & Private Secretary on deputation as indicated below, following the "Composite Method" of recruitment as per the NJB Employees (Recruitment Rules) Regulations, 2017 amended time to time (copy of relevant portion of RR attached). Details available in NJB website : www.jute.com

1. Joint Director (Admin. & Establishment) – Pay Matrix Level-12, Rs.78,800/- - Rs.2,09,200/-.
2. Dy. Director (MP&SI) – Pay Matrix Level-11, Rs.67,700/- - Rs.2,08,700/-
3. Dy. Director (T&T) – Pay Matrix Level-11, Rs.67,700/- - Rs.2,08,700/-
4. Private Secretary – Pay Matrix Level-7 Rs.44,900/- - Rs.1,42,000/-

02. Interested and eligible candidates should submit their applications through proper channel along with vigilance clearance. Only applications forwarded through proper channel by the due date will be considered. Applications in prescribed format as per Annexure-I should be addressed to "The Secretary", "National Jute Board" and sent in sealed cover marked "Application for the post of Joint Director (Admin. & Establishment) so as to reach the office of the Secretary, National Jute Board, Patsan Bhawan, 5th & 6th Floor, Street No. 175, CF-6/1, Action Area 1, Newtown, Kolkata – 700 156 within 60 days from the date of advertisement along with the following documents.

:-

- i) Photocopy of APARs/ACRs of the applicant for last 5 years ending latest reporting year duly attested by the officer not below the rank of Under Secretary / designated officer on each page.
- ii) Attested copies of all certificates related to proof of educational qualification, work experience containing starting and end date of working in the respective post and pay scale.
- iii) No objection certificate of the present employer
- iv) Vigilance Clearance from the employer / CVO
- v) Undertaking of the applicant to the effect that candidature will not be withdrawn, if selected.
- vi) Two recent passport size colour photographs.

03. Applications received late or incomplete applications or applications received without the aforesaid certificate, as per the prescribed pro-forma, may not be considered. No action will be taken on Advance Copy unless such application is followed by the Employer's forwarding letter along with the required documents.

By OrderSecretary
National Jute Board

To All Concerned.

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पटसन बोर्ड



NATIONAL
JUTE BOARD

NATIONAL JUTE BOARD
(A STATUTORY BODY UNDER MINISTRY OF TEXTILES, GOVT. OF INDIA)
PATSAN BHAWAN, 5th & 6th Floor, Street No.175, CF-6/I, Action Area I, Newtown,
Kolkata - 700 156

Email : recruitment@njbindia.in

Web : www.jute.com

Seeking applications for filling up of the posts of Joint Director (Admin. & Establishment), Dy. Director (Market Promotion & Scheme Implementation), Dy. Director (Technology & Technical) & Private Secretary BY DEPUTATION

Ref: 02/04/2024-NJB/A&E

Date 04.09.2024

National Jute Board (NJB) is a Statutory Organization established under the Ministry of Textiles, Government of India, as per National Jute Board Act, 2008 for the Development of Cultivation, Manufacture and Marketing of Jute and Jute Products and for matters connected therewith and incidental thereto.

National Jute Board (NJB) invites applications from officers working in the Central or State Government or Statutory/Autonomous organizations or Public Sector Undertakings to join the posts of Joint Director (A&E), Dy. Director (MP&SI), Dy. Director (T&T) & Private Secretary on deputation for a period of three years. Details of the posts are given below :-

Sl.	Name of post	No. of Vacancy & Location	Scale of Pay	Qualification	Experience	Age Limit
1	Joint Director (A&E)	1 Kolkata (likely to occur in Dec'24)	Level-12 Rs.78,800/- - Rs.2,09,200/-	EQ : Graduate degree in any discipline. DQ : MBA/MSW/MBM/LLB/ Personnel managerial level	Officers working in the same grade or in the same field with 5 years regular service in Level-11.	Not exceeding 56 years as on the last date of receipt of application
2	Dy. Director (MP&SI)	1 (Existing) Kolkata	Level-11 Rs.67,700/- - Rs.2,08,700/-	EQ : Graduate degree in Business Management / Commerce or Economics. DQ : MBA/Foreign Trade/ Supply Chain Management/ FMCG/ Retail Management	Officers working in the same grade or in the same field with 5 years regular service in Level-10.	-do-
3	Dy. Director (T&T)	1 (Existing) Kolkata	Level-11 Rs.67,700/- - Rs.2,08,700/-	EQ : B. Tech in Textile / Jute Technology or Equivalent with at least 8 years' post qualification work experience in Textiles / Jute/ Agri. Business/ R&D projects/ Product Development/ Technology upgradation / transfer related work at officer / managerial level	Officers working in the same grade or in the same field with 5 years regular service in Level-10.	-do-
4	Private Secretary	2 (Existing) Kolkata	Level-7 Rs.44,900/- - Rs.1,42,000/-	EQ : 1) Graduate from a recognized University with at least 6 months diploma in Secretarial practices. 2) At least 5 years work experience as Personal Assistant. 3) English Shorthand speed of 120 wpm & English Typing speed of 30 wpm. 4) Knowledge of basic operation of computer viz. MS word, Excel, Power Point, Internet etc.	Officers working in the same grade or in the same field with 5 years regular service in Level-6.	-do-

EQ : Educational Qualification, DQ : Desirable Qualification

Interested candidates are requested to visit the website of National Jute Board www.jute.com under the News & Notifications/Released Govt. Notifications for details of the post, Scale of Pay, eligibility etc. and apply in the prescribed format. Last date of receipt of application is 60 days from the date of publication of this advertisement.

By Order
Secretary
National Jute Board

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NATIONAL JUTE BOARD
(A Statutory Body under Ministry of Textiles, Govt. of India)
Patsan Bhawan, 5th & 6th Floor, Street No. 175, CF-6/1, Action Area 1, Newtown, Kolkata – 700 156

Vacancy Circular – Filling up the posts of Joint Director (Admin & Establishment), Dy. Director (MP&SI), Dy. Director (T&T) & Private Secretary on deputation in National Jute Board, Kolkata

National Jute Board (NJB) (a Statutory Body under Ministry of Textiles, Government of India) having its Head Office in Kolkata intends to appoint suitable officer to the posts of Joint Director (A&E), Dy. Director (MP&SI), Dy. Director (T&T) & Private Secretary on deputation as indicated below, following the "Composite Method" of recruitment as per the NJB Employees (Recruitment Rules) Regulations, 2017 amended time to time) (copy of relevant portion of RR attached). Details available in NJB *website* : mwww.jute.com

1. Joint Director (Admin. & Establishment) – Pay Matrix Level-12, Rs.78,800/- - Rs.2,09,200/-.
2. Dy. Director (MP&SI) – Pay Matrix Level-11, Rs.67,700/- - Rs.2,08,700/-
3. Dy. Director (T&T) – Pay Matrix Level-11, Rs.67,700/- - Rs.2,08,700/-
4. Private Secretary – Pay Matrix Level-7 Rs.44,900/- - Rs.1,42,000/-

02. Interested and eligible candidates should submit their applications through proper channel along with vigilance clearance. Only applications forwarded through proper channel by the due date will be considered. Applications in prescribed format as per Annexure-I should be addressed to "The Secretary", "National Jute Board" and sent in sealed cover marked "Application for the post of Joint Director (Admin. & Establishment) so as to reach the office of the Secretary, National Jute Board, Patsan Bhawan, 5th & 6th Floor, Street No. 175, CF-6/1, Action Area 1, Newtown, Kolkata – 700 156 within 60 days from the date of advertisement along with the following documents.

:-

- i) Photocopy of APARs/ACRs of the applicant for last 5 years ending latest reporting year duly attested by the officer not below the rank of Under Secretary / designated officer on each page.
- ii) Attested copies of all certificates related to proof of educational qualification, work experience containing starting and end date of working in the respective post and pay scale.
- iii) No objection certificate of the present employer
- iv) Vigilance Clearance from the employer / CVO
- v) Undertaking of the applicant to the effect that candidature will not be withdrawn, if selected.
- vi) Two recent passport size colour photographs.

03. Applications received late or incomplete applications or applications received without the aforesaid certificate, as per the prescribed pro-forma, may not be considered. No action will be taken on Advance Copy unless such application is followed by the Employer's forwarding letter along with the required documents.

By Order

Secretary
National Jute Board

To All Concerned.

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NATIONAL JUTE BOARD

(A Statutory Body under Ministry of Textiles, Govt. of India)

Patsan Bhawan, 5th & 6th Floor, Street No. 175, CF-6/1, Action Area I, Newtown, Kolkata – 700 156APPLICATION FOR THE POST OF
JOINT DIRECTOR (ADMIN. & ESTABLISHMENT), DY. DIRECTOR (MP&SI), DY. DIRECTOR (T&T),
& PRIVATE SECRETARY

1	Application for the post of						
2	Name of the applicant and Complete Office Address with Telephone No. & Email ID (in Block letters)						
3	Residential Address with Phone No.						
4	Date of Birth (DD/MM/YYYY)						
5	Whether belongs to SC/ST						
6	Date of Retirement under Central/State Govt. rules						
7	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).						
	Essential / Desirable		Qualifications / Experience required		Qualification / Experience possessed by the officer		
	Essential – i)						
	ii)						
	iii)						
	Desirable – i)						
	ii)						
	Whether in view of entries made above the officer satisfies the educational and other qualification required for the post as per NJB Employees Recruitment Regulations (Sl. No. 4, 10, 12, & 18 to 4 of the schedule, as the case may be)				Yes/No		
					Remarks if any :		
8	Details of Employment in chronological order enclose a separate sheet duly authenticated by your signature if the space below is insufficient.						
	Sl.	Name of the organization	Post held on regular basis	From	To	Substantive Scale of pay and Basic pay therein	Nature of duties
9	Nature of the present employment i.e. ad-hoc or temporary or permanent						
10	Additional details about present employment. Please state whether working under a) Central Govt. b) State Govt. c) Autonomous Organization d) Govt. Undertakings e) Universities						

11	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
12	Total emoluments per months now drawn	
13	Posts held on regular (i.e. substantive) basis and date from which held with pay scale	
	Training / Courses attached	
14	Additional information. If any which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient.	
15	<p>Achievements :</p> <p>The candidates are requested to indicate information with regard to :</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects. (ii) Awards / Scholarships / Official Appreciation (iii) Affiliation with the professional bodies/ institutions / societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) Any other information (Note: Enclose a separate sheet if the space is insufficient) 	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished above duly supported by the documents in respect of Essential Qualification / Desired Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)
Address _____

Place & Date

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

02. Also certified that:

- i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt.....
- ii) His / Her integrity is certified.
- iii) His / Her CR Dossier in original is enclosed / photocopies of the APARs/ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major / minor penalty has been imposed on him/her during the last 10 years Or A list of major / minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer / Cadre Controlling Authority with Seal)

Details of Deputation including Eligibility

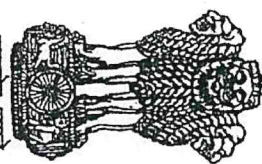
1. Pay during deputation : Pay drawn by the officer in parent cadre plus deputation allowance or pay of deputation post as per DOPT's norms from the date of joining the post.
2. Eligibility for deputation : Officers/ Officials working in analogous posts or immediate lower post (L-11, L-10 & L-6) with 5 years regular service in any of the organized services or posts in the Central or State Government or Statutory / Autonomous organizations or Public Undertakings are eligible to apply.
3. Period of Deputation : Period of deputation shall be up to a maximum period of three years.
4. Upper Age Limit for deputation : Fifty Six (56) years as on the closing date of receipt of applications.
5. Joining time and joining pay will be borne by NJB as per standard terms of deputation.
6. Pension and leave salary contribution shall be paid by NJB to parent organization as per FR.8 as applicable.

Details of Qualification

Sl. No.	Name of the post	Educational Qualification (EQ)	Desirable Qualification (DQ)	Experience
1	Joint Director (A&E)	Graduate degree in any discipline.	MBA/MSW/MBM/LLB/ Personnel managerial level	Officers working in the same grade or in the same field with 5 years regular service in Level 11.
2	Deputy Director (MP&SI)	Graduate degree in Business Management / Commerce or Economics.	MBA/Foreign Trade/ Supply Chain Management/ FMCG/ Retail Management	Officers working in the same grade or in the same field with 5 years regular service in Level 10.
3	Deputy Director (T&T)	B. Tech in Textile / Jute Technology or Equivalent with at least 8 years' post qualification work experience in Textiles / Jute/ Agri. Business/ R&D projects/ Product Development/ Technology upgradation / transfer related work at officer / managerial level	-	Officers working in the same grade or in the same field with 5 years regular service in Level 10.
4	Private Secretary	1) Graduate from a recognized University with at least 6 months diploma in Secretarial practices. 2) At least 5 years work experience as Personal Assistant. 3) English Shorthand speed of 120 wpm & English Typing speed of 30 wpm. 4) Knowledge of basic operation of computer viz. MS word, Excel, Power Point, Internet etc.	-	Officers working in the same grade or in the same field with 5 years regular service in Level 6.

राजपट्टी सं० बी० एल०-33004/99

REGD. NO. D. L.-33004/99



गुप्त का राजपत्र The Gazette of India

NOTIFICATION

New Delhi, the 16th February, 2017

G.S.R. 133(E).—In exercise of the powers conferred by section 22 of the National Jute Board Act, 2008 (No. 12 of 2009), the Central Government hereby makes the following rules regulating the method of recruitment to the various posts in the National Jute Board, as specified in column (2) of the Schedule, namely:-

1. Short Title and commencement.- (1) These rules may be called National Jute Board Employees (Recruitment Rules) Regulations, 2017.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. Applications.-These rules shall apply to all employees of the National Jute Board, Ministry of Textiles, Government of India as specified in column (2) of the Schedule annexed to these rules.
3. Number of posts, classification, pay band and grade pay or pay scale.- The number of said posts, their classification, pay band and grade pay or pay scale, attached thereto shall be as specified in columns 3 to 5 of the said schedule.

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5. **Provision of Initial clause for fitment/appointment/promotion -** Since, the existing employees hailing from the erstwhile JMDC & NCJD may not have the identical nomenclature of posts/designations as sanctioned for NJB, their existing substantive pay scales (grade pays) and their length of regular services rendered in JMDC, NCJD and NJB will be counted for the purpose of their determining eligibility & seniority for initial fitments/promotions/appointments to the appropriate posts in the relevant field/Departments as per these RRs.

No.	Name of the Post	No. of Posts	Classification of Posts	Pay Band and Grade Pay/ Pay Scale	Whether Selection or Non-Selection Post	Age Limit for Direct Recruits with Upper Age Limit	Education & other (professional) required for Direct Recruits	Whether age/ education qualification prescribed for Direct Recruits will apply in the case of Promotions	Probation	Method of Recruitment/ (Promotion/ deputation /Absy/ Direct Recruitment/ Composite	Field of Selection/ Prefer Posts and Qualifying service for Promotion/ Deputation	Departmental Promotion Committee (DPC)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1	Director (Finance & Economic Services)	01* (one) (Subject to variation dependent on workload)	Group-A	PB-4, GP- 8700	Selection	Max-55 Years (No age bar for Departmental Candidates)	CA/ ICW/M/ ICMA OR B.Com. with MBA/Finance or Equivalent with at least 13 yrs. post qualification work experience in finance, accounts and audit at officer/managerial level. Law Degree desirable.	Yes	1 Year	By Composite Method	JD/DD of NIB with 5/10 years of regular service in the relevant field. For officers deputation, working in the same field with 5 yrs. regular service in GP 7660/-.	1. JS(Chief)/IC Chairman 2. Dir(Lite) Member, 3. Dy. JC -Member 4. Secy. NIB- Member & Convener
2	Director (Market Promotion & Scheme Implementation)	01* (one) (Subject to variation dependent on workload)	Group-A	PB-4, GP- 8700	Selection	Max-55 Years (No age bar for Departmental Candidates)	Master in Business Administration (MBA) from a Recognised University Or Equivalent specialization in Marketing. At least 15 years' post qualification work experience in marketing/product positioning/export promotion/ foreign	Yes	1 Year	By Composite Method	JD/DD of NIB with 5/10 years of regular service in the relevant field. For officers deputation, working in the same field with 5 yrs. regular service in GP 7660/-.	As above

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[भाग II-खण्ड 3(1)]

ग्राहक का संकेत : असीम

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1	2	3	4	5	6	7	Trade/ Supply Chain Mgt./ FMCG Sector at officer/ managerial level preferably in Jute. Textiles related sector.	9	10	11	12	13
3	Director (Technology & Technical)	01* (one) (Subject to variation dependent on workload)	Group-A	PB-4, GP-8700	Selection	Max-55 Years (No age bar for Departmental Candidates)	M. Tech/Ph.D. in Textile/Jute Technology Or Equivalent, with at least 15 years' post qualification experience in textiles/jute /Agri. Business/ R&D Projects/ Product Development/ Technology upgradation/ transfer related work at officer/ managerial level. Research Work in Jute/Textile sector desirable.	Yes	1 Year	By Composite Method	JD/DD of NIB with 5/10 years of regular service in the relevant field. For deputation, officers working in the same field with 5 yrs. regular service in GP 7600/- Departmental candidate will be partially exempted from DR Education Qualifications.	As above
4	Jt. Director (Admin. & Estt.)	01* (one) (Subject to variation dependent on workload)	Group-A	PB-3, GP-7600	Selection: Seniority-cum-Merit	Max-50 Years	Master in Business Administration (MBA) from recognized University in HR/Social Work/Finance/ Business Management or Equivalent. At least 10 years' work experience in management/ Administration at officer/ managerial level. Law Degree desirable.	Yes	1 Year	By Promotion failing which by deputation, failing which by direct recruitment failing which by short term Contract	DD/DD of NIB with 5/10 years of regular service in the relevant field. For deputation, officers working in the same field with 5 yrs. regular service in GP 6600/-	As above
3	Jt. Director (Finance & ES)	01* (one) (Subject to variation dependent on workload)	Group-A	PB-3, GP-7600	Selection: Seniority-cum-Merit	Max-50 Years	CA/ ICWA/ ICMA OR B.Com. with MBA(Finance) Or Equivalent with at least 10 yrs post qualification work experience in finance, accounts and audit at officer/ managerial level. Law Degree desirable.	Yes	1 Year	By Promotion failing which by deputation, failing which by direct recruitment failing which by short term Contract	DD/DD of NIB with 5/10 years of regular service in the relevant field. For deputation, officers working in the same field with 5 yrs. regular service in GP 6600/-	As above
6	Jt. Director (Technology & Technical)	01* (one) (Subject to variation dependent on workload)	Group-A	PB-3, GP-7600	Selection: Seniority-cum-Merit	Max-50 Years	B. Tech in Textile/ Jute Technology Or Equivalent, with at least 10 years' post qualification	Yes	1 Year	By Promotion failing which by deputation, failing which by short term Contract	DD/DD of NIB with 5/10 years of regular service in the relevant field. For deputation, officers working in the	As above

[illegible]

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[भाग II-खण्ड 3(i)]

भारत का राजपत्र : अधिसूचना

9	10	11	12
Dy. Director (Finance & Accounts/ESI)	Dy. Director (Marketing & Sales Liaison) (Each at New Delhi, Hyderabad, Chennai)	Dy. Director (Admin. & Estt.)	Dy. Director (Technology & Technical)
01* (one) (Subject to variation dependent on workload)	04* (four) (2015) (Subject to variation dependent on workload)	01* (one) (Subject to variation dependent on workload)	01* (one) (Subject to variation dependent on workload)
Group-A	Group-A	Group-A	Group-A
PB-3, GP 6600	PB-3, GP 6600	PB-3, GP 6600	PB-3, GP 6600
Selection: Seniority-cum-Merit	Selection: Seniority-cum-Merit	Selection: Seniority-cum-Merit	Selection: Seniority-cum-Merit
Max-40 Years	Max-40 Years	Max-40 Years	Max-40 Years
CA/IC/WA/ICMA OR B.Com. (Finance) Or MBA/Finance) Or Equivalent with at least 10 yrs post qualification work experience in finance, accounts and audit officer/managerial Law Degree desirable.	Master in Business Administration (MBA) from a Recognised University Or Equivalent in specialization in Marketing. At least 8 years' post qualification work experience in marketing/product positioning/export promotion/ foreign Trade/ Supply Chain Mgt./ Retail Mgt./FMCG Sector at officer/ managerial level preferably in Jute, Textiles related sector. For Delhi Liaisoning experience is must.	Master in Business Administration (MBA) from recognized University in HR/Social Work/Finance/ Business Management or Equivalent. At least 8 years' work experience in Personnel management/ Administration at officer/ managerial level/Law Degree desirable.	B. Tech in Textile/ Jute Technology Or Equivalent, with at least 8 years' post qualification work experience in
Yes	Yes	Yes	Yes
1 Year	1 Year	1 Year	1 Year
By Promotion failing which by deputation failing which by direct recruitment failing which by short term Contract	By Promotion failing which by deputation failing which by direct recruitment failing which by short term Contract	By Promotion failing which by deputation failing which by direct recruitment failing which by short term Contract	By Promotion failing which by deputation failing which by direct recruitment failing which by short term Contract
AD/AO of NIB with 5/8 years of regular service in the relevant field. For officers deputation, officers working in the same field with 5 yrs. regular service in GP 5400/-	AD/AO of NIB with 5/8 years of regular service in the relevant field. For officers deputation, officers working in the same field with 5 yrs. regular service in GP 5400/-	AD/AO of NIB with 5/8 years of regular service in the relevant field. For officers deputation, officers working in the same field with 5 yrs. regular service in GP 5400/-	AD/AO of NIB with 5/8 years of regular service in the relevant field. For officers deputation, officers working in the same field with 5 yrs. regular service in GP 5400/-
As above	As above	As above	As above

13	Asst. Director (Market Promotion, Scheme Imp./Export Promotion) HQ - 02, Delhi-02, Hbd-01, Chen-01.	Group-A	PB-3, GP 5400	Selection: Seniority-cum-Merit	Max-35 Years	Business/ Research/ Projects/ Development/ Technology upgradation/ transfer related work at officer/ managerial level.	Agri. R&D Product	Not Applicable	1 Year	*75% Promotion & 25% by Direct recruitment	SO/EA of NIB with 4/8 years of regular service, For officers/officials working in the same field with 3 yrs. regular service in GP 4600/-	As above
14	Asst. Director (Technical-Technology) & Asst. Director (Technical-Agriculture)	Group-A	PB-3, GP 5400	Selection: Seniority-cum-Merit	Max-35 Years	Business/ Research/ Projects/ Development/ Technology upgradation/ transfer related work at officer/ managerial level.	Agri. R&D Product	Not Applicable	1 Year	*75% Promotion & 25% by Direct recruitment	SO/EA of NIB with 4/8 years of regular service, For officers/officials working in the same field with 3 yrs. regular service in GP 4600/-	As above
15	Assistant Director (Vigilance)	Group-A	PB-3, GP 5400	Selection: Seniority-cum-Merit	Max-35 Years	Business/ Research/ Projects/ Development/ Technology upgradation/ transfer related work at officer/ managerial level.	Agri. R&D Product	Not Applicable	1 Year	*75% Promotion & 25% by Direct recruitment	SO/EA of NIB with 4/8 years of regular service, For officers/officials working in the same field with 3 yrs. regular service in GP 4600/-	As above

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[प्रा II-खण्ड 3(i)]

भारत का गणतंत्र : अविभाजित

16	Section Officer (Administrative & Estt./)	01* (one) (2015) (Subject to variation dependent on workload)	Group-B	PB-2, GP 4600	Non-Selection/Seniority	Max-30 Years	MBA from a Recognized University /PCIDBM specialization in Marketing/HR Equivalent. At least 3 years' work experience at executive/supervisory level.	Not Applicable	1 Year	75% by Promotion & 25% by Direct recruitment	EA of NIB with 5 years of regular service. For officers/officials working in the same field with 5 yrs. regular service in GP 4200/-	1. Secy-NIB-Chairman. 2. Dir/Chief Rep-Member. 3. Dy. JC/Rep. Member 4. Dir/Resp. Deputy, NIB-Member 5. JD/St-Officer (Admin), NIB Member & Convener
17	Accounts Officer	02* (two) (2015) (Subject to variation dependent on workload)	Group-B	PB-2, GP 4600	Non-Selection/Seniority	Max-30 Years	B.Com/MBA (Finance) Or Equivalent with at least 3 yrs work experience in finance, accounts and audit at executive/supervisory level. Law qualification desirable.	Not Applicable	1 Year	75% by Promotion & 25% by Direct recruitment	Accountant of NIB with 5 years of regular service. For deputation, officers/officials working in the same field with 5 yrs. regular service in GP 4200/-	As above
18	Private Secretary	03* (three) (2015) (Subject to variation dependent on workload) HQ-02, Del-01	Group-B	PB-2, GP 4600	Non-Selection/Seniority	Max-30 Years	Graduate from a recognized University with at least 6 months diploma in Secretarial practices. At least 5 years' work experience as Personal Assistant (PA), English Shorthand speed of 120 wpm & English Typing speed of 30 WPM. Knowledge of basic operation of computer viz: MS work, Excel, power point, internet etc. in Diploma	Not Applicable	1 Year	By Promotion & 75% by deputation of officers/officials failing which direct recruitment	PA of NIB with 5 years of regular service. For deputation, officers/officials working in the same field with 5 yrs. regular service in GP 4200/-	As above
19	Executive Assistant	08* (eight) (2015) (Subject to variation dependent on workload) HQ-07 Del-01	Group-B	PB-2, GP 4200	Non-Selection/Seniority	Max-30 Years	Graduate from a recognized University with at least 6 months diploma in computer operations. At least 3 years' work experience in dealing in official files. Knowledge of basic operation of computer viz: MS work, Excel, power point, internet etc. must. in Diploma	Not Applicable	1 Year	75% by Promotion & 25% by Direct recruitment	OA of NIB with 10 years of regular service in the relevant field	As above